


STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION
FLEET MANAGEMENT

'P 453F (Rev. 6-06) OPI 009

AREA Baldwin Park	DIVISION Southern	NUMBER 005-525-08
EVALUATED BY Sgt. J. A. Gonzalez, #10817		DATE 10/16/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		COMMANDER'S REVIEW  DATE 12/16/08
BY		EVALUATED 10/16/2008
		ACTION REQUIRED No
		CORRECTED

1. AREA ADMINISTRATION

- a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No
- (1) Is the Area commander involved and informed? ☒ Yes ☐ No
- (a) Does he/she monitor invoices? ☒ Yes ☐ No
- (2) Who is authorized to approve invoices? Invoices are initially approved by the AT then forwarded to the Administrative Lieutenant for final approval.
- b. What is the background experience of the Automotive Technician (AT)? A. Hougardy has 43 years of experience and J. Gomez has 32 years of experience in addition to college certificates in fuel injection, transmissions, tune-up, and computer control
- (1) Are sufficient instructions and training provided? ☐ Yes ☒ No
- (2) Is he/she a qualified mechanic at journey person level? ☒ Yes ☐ No
- (3) Does he/she attend training on new model vehicles? ☐ Yes ☒ No
- (4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No
- (5) Does the AT ensure vehicles are available at shift change? ☒ Yes ☐ No
- (6) Does the AT periodically attend staff meetings? ☒ Yes ☐ No
- (7) Does the AT have ideas/suggestions for improving the program? ☒ Yes ☐ No
- c. How much maintenance work is being done by the AT? The AT's perform brake service, transmission service, oil changes, batteries, and police equipment installation and repair (i.e. radar, computers, etc.).
- (1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No
- (a) If these duties are not being performed, why not? Not applicable (NA).
- d. What other duties or responsibilities are placed on the AT? The AT's do their own shipping and receiving and perform minor repairs to the facility

2. VEHICLE USE

EVALUATED 10/16/2008	ACTION REQUIRED No	CORRECTED
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- a. How many "E" Class vehicles are assigned to the Area? 31

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- (1) Is there an unmarked patrol vehicle assigned for the commander? ☒ Yes ☐ No
- (2) If the number of vehicles assigned is in excess of the formula, what justification has been made? Assigned vehicles do not exceed the formula.

- b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? ☒ Yes ☐ No
- (1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? ☒ Yes ☐ No
- (a) Is there a supply of tools and minor equipment available? ☒ Yes ☐ No
- c. What is the justification for any vehicle kept at employees homes after duty hours? Only departmental motorcycles are garaged off-site.
Justification for off-site storage of motorcycles is on file.
- d. Who does the commander allow to ride in vehicles? Only departmental employees and applicants for employment
- (1) Do supervisors use the CHP 428, Release and Waiver of Liability? ☒ Yes ☐ No
- (a) Is the CHP 428 kept for the appropriate period of time? ☒ Yes ☐ No

3. SERVICE ARRANGEMENTS

EVALUATED 10/16/2008	ACTION REQUIRED No	CORRECTED
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- a. What vendors are being used for servicing or repairing vehicles? Dealers and selected vendors.
- (1) Are they authorized dealers? ☒ Yes ☐ No
- (2) What process was used in selecting a service vendor? Current vendors have been used historically.
- (3) What are the hourly rates being charged? \$75.00 per hour
- (a) Are discounts given on parts? ☒ Yes ☐ No
- (4) Has the command shopped for the most cost effective vendors? ☒ Yes ☐ No
- (5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? ☒ Yes ☐ No
- (6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ☒ Yes ☐ No
- b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? ☐ Yes ☒ No
- (1) What percentage of the fleet is needed on weekends? Sa A/B shift -47%, Su A/B -34%, Sa C -44%, Su C -25%, Wknd. Avg. 37%
- (2) Are there shortages of vehicles on Mondays? ☐ Yes ☒ No
- (3) If more than one AT, are their hours/days scheduled most effectively? ☒ Yes ☐ No
- (a) Is overtime needed for maximum enforcement periods? ☒ Yes ☐ No
- c. Are provisions adequate to ensure regular washing of vehicles? ☒ Yes ☐ No
- (1) How are interiors cleaned? Interiors are routinely vacuumed when being washed. If upholstery/carpeting/door panels become soiled by bodily fluids then the affected interior surfaces is detailed by a vendor.

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(2) Is the Area's vehicle washing procedure practical and economical? ☒ Yes ☐ No

(a) Is excessive officer time used to wash vehicles? ☐ Yes ☒ No

(3) Is there more than one car wash facility available? ☒ Yes ☐ No

(4) Are vehicles being excessively washed or detailed? ☐ Yes ☒ No

(5) Does the Area have a maintenance worker or janitor wash cars? ☒ Yes ☐ No

(6) Is there any other program that can be of assistance in washing cars? ☐ Yes ☒ No

d. How do officers report defective equipment? A vehicle discrepancy report sheet is on a clipboard hanging on the patrol car key board where officers can report any problem/s with the patrol car.

(1) Who is authorized to declare a vehicle unsafe for patrol? Any driver.

(a) Who determines when a vehicle is safe after repair or checking of defects? The A.T.

(b) Does he/she sign off the report form and indicate what has been done? ☒ Yes ☐ No

(c) Is this system effective? ☒ Yes ☐ No

(d) How long are records kept? For the life of the vehicle.

(e) Is there a system in place to check vehicles for defects after high speed pursuits? ☒ Yes ☐ No

MILEAGE MANAGEMENT

EVALUATED
10/17/2008

ACTION REQUIRED
No

CORRECTED

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? ☒ Yes ☐ No

(1) Are vehicles run out in the same order they are received? ☒ Yes ☐ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? ☒ Yes ☐ No

(a) If not, can adjustments be made to accomplish this? ☐ Yes ☐ No

b. How are adjustments to mileage accomplished? The AT notifies the fleet supervisor and the particular is assigned to be driven each shift, to add mileage, or limited/removed from the rotation to reduce mileage accrual.

(1) Do field supervisors and officers understand their responsibility in vehicle assignments? ☒ Yes ☐ No

(2) Does the AT understand what is required? ☒ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program? ☐ Yes ☒ No

(a) If so, how does it effect mileage averaging? NA

c. How does the Area project run outs? Run-outs are projected according to policy.

(1) Is FOS provided 30-45 days advance notice? ☒ Yes ☐ No

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(2) What has been the condition of vehicles returned to FOS? Vehicles are returned in good condition.

(3) Are the right equipment options completed?

☒ Yes ☐ No

5. AUTOMOTIVE WORK AREA/EQUIPMENT

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ACTION REQUIRED
No

CORRECTED

a. Is there adequate space and comfort in the AT office?

☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☒ Yes ☐ No

b. Is the space for working on vehicles adequate?

☒ Yes ☐ No

(1) Is it clean and organized?

☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

(1) Is there an inventory?

☒ Yes ☐ No

(a) When was it last checked? **REFER TO EXPANDED RESPONSES-ATTACHED**

☐ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools?

☐ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair? **REFER TO EXPANDED RESPONSES-ATTACHED**

☒ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☒ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☐ Yes ☒ No

(1) Could the AT be more effective if they were available?

☐ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested?

☐ Yes ☐ No

6. TIRES, PARTS AND SUPPLIES

EVALUATED
10/17/2008

ACTION REQUIRED
No

CORRECTED

a. Is the space provided for parts and supplies adequate?

☒ Yes ☐ No

(1) If not, can more space be provided?

☒ Yes ☐ No

(2) Is the space neatly and logically organized?

☒ Yes ☐ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies? The AT's and supervision

(5) Are batteries stored in a dry location, off the cement floor?

☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No

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c. Are reasonable numbers of parts/supplies stocked? ☒ Yes ☐ No

(1) Are there obsolete parts on hand? ☐ Yes ☒ No

d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation? ☒ Yes ☐ No

e. Are adequate records maintained for tires, and are all tires accounted for? ☒ Yes ☐ No

(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section? ☒ Yes ☐ No

(2) Are proper guidelines in place for record keeping? ☒ Yes ☐ No

(a) Are records reviewed by management? ☒ Yes ☐ No

(3) Are tires properly safeguarded from theft or misuse? ☒ Yes ☐ No

(a) How are tires stored? Spares are stored on a multi-tiered rack, chained together, in the open bay for ease of access.

Unmounted tires are stored and locked in a secure room.

(4) Is access to the tires restricted to the AT and his/her assistant or backup? ☒ Yes ☐ No

(5) Does Area provide motorcycle vendors with a stock of tires? ☐ Yes ☒ No

(6) Does it appear tires are being replaced prematurely? ☐ Yes ☒ No

(7) Are adequate records maintained for used tires? ☒ Yes ☐ No

(a) Is the disposition of used tires within policy? ☒ Yes ☐ No

f. How are old tires/batteries disposed of? Tires are sold by bid; batteries are taken by the vendor.

(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders? ☒ Yes ☐ No

(2) Are either tires or batteries being traded to offset installation costs? ☐ Yes ☒ No

(3) Are the provisions of any tire or battery disposal contract being met? ☒ Yes ☐ No

g. Are Material Safety Data Sheets (MSDS) posted as required? ☒ Yes ☐ No

(1) Are all containers (other than the original) containing hazardous materials properly marked? ☒ Yes ☐ No

h. Has the quarterly count of parts, tires, accessories and supplies been conducted? ☒ Yes ☐ No

(1) Who conducted the count? Officer J. B. Turner and AT A. Hougardy.

7. FUEL DISPENSING FACILITY

EVALUATED
10/17/2008

ACTION REQUIRED
No

TECHNICAL

a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?

☒ Yes ☐ No

(1) What procedures have been established for purchasing fuel from service stations in emergencies? Credit cards are assigned and maintained in each patrol vehicle, used only during exigent circumstances.

(a) Is self-service or full-service used? Officers are instructed to use self-service only.

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- (2) Is there a written policy, and is it complied with? ☐ Yes ☒ No
- b. Is the fuel island clean and neat? ☒ Yes ☐ No
- (1) Does it need repair or painting? ☐ Yes ☒ No
- (2) Are fuel, water and air hoses in good repair? ☐ Yes ☒ No
- (3) Is the break-away coupler installed? ☒ Yes ☐ No
- (4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps? ☒ Yes ☐ No
- (5) Is there a clean oil storage rack? ☒ Yes ☐ No
- (6) Is the lighting adequate? ☒ Yes ☐ No
- (7) Is there at least one fire extinguisher of the proper type available, and is it fully charged? ☒ Yes ☐ No
- (8) Have problems been reported to Facilities Section? ☐ Yes ☒ No
- c. Is there an adequate amount of supplies available to officers? ☒ Yes ☐ No
- d. Who fuels the vehicles? Each driver fills the state vehicle at the end of each shift.
- (1) Are fluids and tires checked during fueling? ☒ Yes ☐ No
- e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required? ☒ Yes ☐ No
- (1) Are pump meters and the storage tank properly safeguarded? ☒ Yes ☐ No
- (2) Who has access to the keys to lock the meters and the storage tank? The AT's have access
- (3) Is gasoline measured before and after deliveries? ☒ Yes ☐ No
- f. What method is used to log fuel and oil used in individual vehicles? A clip board/log sheet is provided to track mileage, fuel and oil consumption.
- (1) Are records maintained as required? ☒ Yes ☐ No
- (2) What is done to reconcile differences of more than 2-3 gallons daily? Differences are reconciled in a manner consistent with current Fleet Focus practices.
- g. Does the physical inventory reasonably balance with the metered inventory each month? ☒ Yes ☐ No
- (1) When was the pump meter last checked for accuracy? 07/17/2008
- h. Is there a contract for fuel? ☒ Yes ☐ No
- (1) How often is the fuel supply replenished? As needed.
- (2) At what level is it refilled? Refill occurs at approximately 2,000 gallons.
- i. How does the Area secure the fuel pumps when they are not in use? A combination lock/chain is attached to each fuel dispensing nozzle.
- (1) Is the system adequate? ☒ Yes ☐ No
- (2) Is it utilized by all personnel? ☒ Yes ☐ No

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8. SAFETY	EVALUATED 10/17/2008	ACTION REQUIRED No	CORRECTED
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(a) If yes, are they worn?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management?	All goals have been met. The AT's have a very good record of safety practices which keep them relatively injury free.		

9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED 10/18/2008	ACTION REQUIRED No	CORRECTED
a. Are fleet records logically filed?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?	N/A		
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports?	N/A		
(3) How is the information used in Area's fleet administration?	N/A		
c. Is the CHP 424 current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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- (2) Have required services been done at the proper mileage? ☒ Yes ☐ No
- d. Is the Area using the most effective and economical method of repairing/maintaining the fleet? ☒ Yes ☐ No
- (1) Are hourly rates in line with prevailing rates? ☒ Yes ☐ No
- (2) Does the AT refer to manuals for invoice cost information? ☒ Yes ☐ No
- (3) Is work being done by vendors that should be done by the AT? ☐ Yes ☒ No
- (4) Are there any warranty problems? ☐ Yes ☒ No
- (a) If so, are they being resolved? ☐ Yes ☐ No
- (5) Is the credit card being used in lieu of an invoice? ☐ Yes ☒ No
- (6) Does the commander or his/her designee review and/or approve invoices? ☒ Yes ☐ No
- (a) If so, is there a threshold limit, and how is the approval indicated on the invoice? The invoices are all reviewed and approved by the administrative lieutenant

- e. Do invoices indicate parts are being supplied by the CHP? ☒ Yes ☐ No
- (1) If parts are on invoices, does the vendor give a discount? ☒ Yes ☐ No
- f. Are fleet operations bulletins maintained and accessible to the AT? ☒ Yes ☐ No

CONDITION OF THE FLEET

EVALUATED	ACTION REQUIRED	CORRECTED
10/03/2008	No	

- a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified? ☐ Yes ☒ No
- (1) Have any unauthorized modifications been made on vehicles? ☐ Yes ☒ No

11. MOTORCYCLES

EVALUATED	ACTION REQUIRED	CORRECTED
10/18/2008	No	

- a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.? ☒ Yes ☐ No
- (1) Are the program objectives clearly understood by the commander and supervisors? ☒ Yes ☐ No
- (2) Does the Area have an up-to-date SOP relating to motorcycle operations? ☒ Yes ☐ No
- b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins? ☒ Yes ☐ No
- (1) Are motorcycles being used on beats with predominantly high speed problems? ☒ Yes ☐ No
- (2) Are motorcycles used for special duty officer transportation? ☐ Yes ☒ No
- (3) Are motorcycles parked at the Area office during vacations and extended days off? ☒ Yes ☐ No
- c. Are Fleet Operations Bulletins pertaining to motorcycles filed together? ☒ Yes ☐ No
- (1) What system is in place to verify understanding and compliance? The Area motorcycle supervisor/s is/are briefed regarding bulletins/revisions, and in turn the motorcycle supervisor/s then briefs the motorcycle officers.
- (2) Are Bulletins discussed with riders? ☒ Yes ☐ No
- d. What type of active safety program does the Area have? The Area conducts quarterly motorcycle training days.

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(1) Is there a Defensive Rider Program? ☒ Yes ☐ No

(2) Is there a sufficient number of CMTOs? ☒ Yes ☐ No

(3) What is the Area's safety record? Baldwin Park Area is currently in line with its projected goals.

(a) How does it compare with Division and statewide rates? The Area compares favorably with statewide figures.

(4) Does the Area conduct quarterly motorcycle training? ☒ Yes ☐ No

(a) Are mandatory exercises being conducted? ☒ Yes ☐ No

(b) Are ride-alongs being conducted on a regular basis and properly documented? ☒ Yes ☐ No

e. Are emergency radio repairs made at the office or at the radio shop? At the Area

(1) Are the arrangements satisfactory? ☒ Yes ☐ No

(2) Is the repair person proficient? ☒ Yes ☐ No

(3) Is service available on weekends? ☒ Yes ☐ No

(4) Are motorcycles down for unreasonable amounts of time because of poor service? ☐ Yes ☒ No

(5) Are any motorcycles being operated with radios in a defective condition? ☐ Yes ☒ No

(6) Are any repairs being done by riders? ☐ Yes ☒ No

(7) Does the Area swap radios with idle units to reduce down time? ☐ Yes ☒ No

(a) If so, are radios being returned to the original units or reported to Telecommunications Section? ☐ Yes ☐ No

g. Is there adequate space to park and/or store motorcycles? ☒ Yes ☐ No

(1) Is safety compromised? ☐ Yes ☒ No

(2) Are units parked near an entrance causing foot traffic to be inhibited? ☐ Yes ☒ No

(3) Are preventative measures in place to avoid problems caused by oil drippings? ☒ Yes ☐ No

(4) Are parked motorcycles susceptible to theft or vandalism? ☐ Yes ☒ No

(5) When garaged at home, is the motorcycle in a covered, secured area? ☒ Yes ☐ No

(a) Has it been inspected and approved? ☒ Yes ☐ No

(b) Are records of the approval on file? ☒ Yes ☐ No

h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements? ☒ Yes ☐ No

(1) Do equipment and accessory times comply with departmental regulations? ☒ Yes ☐ No

(2) Is there ample supply available? ☒ Yes ☐ No

(3) Are spare tires available? ☒ Yes ☐ No

(4) Is a battery charger available? ☒ Yes ☐ No

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(5) Is there security and an accurate inventory kept?

☒ Yes ☐ No

i. What arrangements have been made for servicing and repairing motorcycles? Motorcycle service/repair is provided by a vendor and the vendor gives departmental motorcycles priority over other requests for service.

(1) Is it satisfactory and cost effective?

☒ Yes ☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☒ Yes ☐ No

(3) How is repair work verified? Prior to leaving the vendor/shop following servicing, the assigned rider verifies the service/repair work done with the vendor's service manager.

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

☐ Yes ☒ No

(a) Is a supervisor's permission required?

☐ Yes ☒ No

(b) Is there a SOP covering this aspect of motorcycle operation?

☐ Yes ☒ No

(5) If not ridden, how are motorcycles transported to vendors for repairs? A trailer is maintained at the Area for any motorcycle which cannot be ridden to the vendor.

(6) Does the Area have a motorcycle trailer?

☒ Yes ☐ No

(a) How often is it used? As needed.

(b) If one is not available, has Area budgeted for one?

☐ Yes ☐ No

Are vehicle files logically kept and up-to-date?

☒ Yes ☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☐ Yes ☒ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☒ Yes ☐ No

(3) Is service up-to-date?

☒ Yes ☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☒ Yes ☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☒ Yes ☐ No

(2) Are the forms filed for the life of the motorcycle?

☒ Yes ☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☒ Yes ☐ No